



ALFRED NZO

DISTRICT MUNICIPALITY

**ANDM DRAFT IDP AND BUDGET PROCESS PLAN FOR
2015/2016**

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1. Introduction

The Integrated Development Planning (IDP) Process is a process through which municipalities prepare strategic development plans for a five-year period. An IDP is one of the key tools for Local Government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, service delivery, land use management, promotion of local economic development, and institutional transformation in a consultative, systematic and strategic manner.

In terms of Section 25 of the Municipal Systems Act (MSA) 2000, all municipalities have to undertake an Integrated Development Planning Process to produce Integrated Development Plans. The Integrated Development Plan is a legislative requirement. It has a legal status which supersedes all other plans that guide development at local government level.

The municipal systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act No. 56 of 2003 confer the responsibility on the Executive Mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets. In terms of section 53 of the Municipal Finance Management Act the Executive Mayor must also coordinate the annual revision of the Integrated Development Plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget and determine how the integrated development plan is to be taken into account or revised for the purpose of the budget.

The Republic of South Africa had embarked on Local Government Elections during the month of May 2011 and that resulted in the new Councils for all Municipalities inaugurated. This process resulted in Alfred Nzo District Municipality being formed by four Local Municipalities (Mbizana, Ntabankulu, Matatiele and Umzimvubu) from two Local Municipalities (Matatiele and Umzimvubu). This process further meant that a new Council Term came into place and thus the new Council has to develop plans that are in line with its new

five-year term. As per Section 27(1) of the Municipal Systems Act 32 of 2000 as amended, Alfred Nzo District Municipality in consultation with all four local municipalities has developed an IDP Framework Plan for 2015 - 2016 financial year which gives guide on approach that must be endorsed by all municipalities when embarking on IDP development processes to ensure coordination and alignment in the whole IDP development process by all role players. This process has allowed all four Local Municipalities when developing their IDP Process Plans to take into consideration the District IDP Framework Plan as it outlines all plans and government initiatives or priorities that must be considered within municipal plans.

Alfred Nzo District Municipality has further developed its IDP Process Plan 2015/16. This plan will have to be adopted by the Council as guided by Section 28 of the Municipal Systems Act 32 of 2000 as amended. Integrated Development Plans are not developed to inform the municipalities only, but are supposed also to guide the activities of any agency, all spheres of government, NGOs and CBOs, private sector, parastatals and any other interested entity within and outside the municipal area.

2. IDP Review

The annual IDP review process relate to assessing the municipality's performance against organisation objectives as well as implementation in terms of service delivery. An IDP is reviewed in the light of changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of the IDP. The annual revision of the IDP must inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

An IDP should be reviewed in order:

- To ensure its relevance to the Municipal strategic plan
- To inform other components of the municipal business process, including institutional and financial planning and budgeting.
- To inform the cyclical intergovernmental planning and budgeting cycles
- To reflect the impact of successes as well as corrective measures to address challenges.

2.1. The Annual budget

The annual budget and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Municipal Finance Management Act (2003). Chapter 4 and section 21 (1) of the municipal Finance Management Act (MFMA) indicates that:

The Executive Mayor of a municipality must –

(b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for

- i. The preparation, tabling and approval of the annual budget;
- ii. The annual review of –
 - aa) The Integrated Development Plan in terms of section 34 of the Municipal Systems Act; and
 - bb) The budget related policies.
- iii. The tabling and adoption of any amendments to the integrated development plan and the budget related policies; and
- iv. The consultative processes forming part of the process referred to in subparagraphs (i),(ii)and(iii).

This document constitutes the process plan of the IDP review 2015-16 and budget formulation 2015-16 for the Alfred Nzo District Municipality and essentially fulfills the function of a business plan and or operational plan for the IDP process and presents, in a simple and transparent manner what should happen when, by whom and where during the process of formulating an IDP for the Alfred Nzo District Municipality

2.2 The IDP Development Approach

The IDP Development process will focus and be influenced by the following areas:

- Local Government MEC's comments
- Improvement on the IDP/Budget Process based on the previous performance.
- Areas requiring additional attention in terms of legislative requirements
- Preparation, review or amendments of the existing sector plans and policies.
- Preparation of Performance Management System (PMS)

In order to ensure certain minimum quality standards of the IDP Development process, and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act. The preparation of a Process Plan, which is in essence the IDP Development Process set in writing, requires adoption by Council. This plan has to include the following:

- A programme specifying the time frames for the different planning steps; and
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process.

3. Framework Plan

The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the region. In doing so, proper consultation, coordination and alignment of the development process of the district municipality and various local municipalities can be maintained.

4. Institutional arrangements

4.1 Steering Committee

Before the development process commences, it is important that certain institutional arrangements be put in place to ensure that the process is managed well. The IDP Steering committee of the District comprises of the Honorable Executive Mayor, Mayoral Committee Members, Exco Members from all four Local Municipalities, Municipal Managers for all four local municipalities, IDP Managers for all Local Municipalities, District Management Committee and administrative assistants in the Department of Planning and Economic Development.

The Steering Committee will perform amongst the following activities which guide as terms of reference for the functioning of the committee:

IDP Steering Committee	Current Role	Envisaged Role
	Responsible for the establishment of the IDP Representative Forum by: <ul style="list-style-type: none">• Defining TOR and criteria for members of the IDP Representative Forum• Informing the public (issue an advertisement) about the establishment of the IDP	<ul style="list-style-type: none">• Facilitate the development of the IDP• Facilitate the filling of identified gaps• Approve nominated persons to be in charge of different roles, activities of

IDP Committee	Steering	Current Role	Envisaged Role
		<p>Representative Forum and request submission of applications from stakeholders/ community groups (organised and unorganised) indicating goals, objectives, activities, numbers, and constitution.</p> <ul style="list-style-type: none"> • Processes, summarizes and documents outputs of the IDP • Makes content recommendations. • Prepares, facilitates and documents IDP steering committee meetings in the form of minutes for compliance with legislation. • Develops the programme for Consultation process of Communities and any other stakeholders. 	<p>the process of preparing draft and the final document (IDP)</p>

4.2 IDP Representative Forum

The IDP Representative Forum (RF) for Alfred Nzo District Municipality will be established through a process where all interested and affected stakeholders will be invited to participate in the IDP development process. The approach will ensure that all stakeholders within all four local municipalities within the district municipalities are fully represented in the IDP Representative Forum. The Rep Forum must also have full representatives from all Spheres of Government with emphasis on Provincial Government Departments and those sector departments located within the district and also government parastatals such as Eskom,

Telkom and Government Agencies such as Eastern Cape Rural Development Agency, ECDC, ECATU, SALGA etc. The Rep Forum will be reviewed on an annual basis to ensure that it is continuously effective to ensure sustainable planning and service delivery within the district wide. It is therefore recommended that advertisements be placed in the local newspapers, on the notice boards, or in the local community radio to inform community members of the IDP Preparation and further invitation of interested parties to form part of the Representative Forum to ensure wider representation and the need for continued participation in the IDP process through the Representative Forum to ensure that the final IDP is reflective and inclusive of all needs and programmes of all parties.

4.3 IDP Project Task Teams

These are small operational teams composed of a number of relevant municipal sector departments and technical people, actors involved in the management of implementation and where appropriate community stakeholders directly affected by the projects. There will be a need for these teams in order to play a major role in the compilation of sector plans, implementation of projects, monitoring and review of the IDP implementation.

5. Roles and Responsibilities

The roles and responsibilities during the IDP development process are outlined below as follows:

Council	<ul style="list-style-type: none"> -Adopts and approve the IDP and Budget Framework and Process Plans. -Responsible for the overall management, coordination and monitoring of the IDP development processes. -Approves the municipal budget and other IDP Sector Plans and Policies in line with the IDP.
Executive Mayor	<ul style="list-style-type: none"> -Gives direction on Process Plan for IDP development -Provides political guidance and leadership for both IDP and the budget processes.
Members of Mayoral Committee	<ul style="list-style-type: none"> -Responsible for providing the overall management, coordination and monitoring of the process of the IDP development. -Recommends the approval of the IDP to Council
Municipal Manager	<ul style="list-style-type: none"> -Manages and coordinates the whole process. -Ensures that all departments fit in the organizational vision. -Ensures that resources are allocated accordingly and well managed. -Chairs the IDP management committee. -Ensures that performance management and evaluations are done on a quarterly basis.
IDP Manager/officer	<ul style="list-style-type: none"> -Works closely with the Municipal Manager in ensuring that the Council vision is met. - Undertakes the overall management and co-ordination of the planning process, -Ensures alignment and compliance with the legislative framework, IDP guidelines and Sector Departments. -Offers strategic guidance and management to the IDP development process. - Ensures that the planning process is participatory, strategic and implementation oriented and is aligned with and satisfies sector-planning requirements -Ensures that implementation takes place within the available resources. -Ensures that all relevant stakeholders are appropriately involved.

	<ul style="list-style-type: none"> - Responds to comments on the draft IDP from public, horizontal alignment and other spheres of government to the satisfaction of the Municipal Council.
IDP Management Committee	<ul style="list-style-type: none"> -Monitors, evaluates progress and provide feedback to all structures -Provides technical guidance through whole process in all municipalities -Ensure and maintain integration and alignment of all plans and programmes -Standardize the planning processes - Considers inputs from other committees or stakeholders and recommend corrective measures. -Considers and responds to comments by MEC for Department of Local Government and Traditional Affairs.
Budget Management Committee	<ul style="list-style-type: none"> -Ensures alignment of proposed budget with IDP; -Ensures that sufficient funding is provided on the budget for projects as per IDP; -Records realistic revenue and expenditure projections for current and future years; -Take cognisance of national, provincial budgets, DORA and national fiscal and macro-economic policy.
IDP Representative Forum	<ul style="list-style-type: none"> -Represents the interests of the constituencies in the IDP Planning and Review Processes. -Ensures communication and participation from all stakeholders in municipal planning and decision making. - To contribute by providing relevant information on provincial sector department plans, programmes, budgets, objectives, strategies and projects. -Assists in projects and budgeting linkages or alignments.
Communities	<ul style="list-style-type: none"> -Participate in the IDP Rep Forum -Identify and priorities their needs through guidance by municipalities. -Discuss and comment on the draft IDP and Budget documents
Private Sector	<ul style="list-style-type: none"> -Participate and ensures inclusion of their projects and programmes in the IDP of the municipality

	-Provide information on the opportunities that the communities may have in the private sector.
Traditional Leaders	-Traditional Leaders should work closely with ward councilors to identify priority developmental issues within their communities -Facilitate community consultation in collaboration with ward councilors
Other Community Organisations (FBOs, CBOs, Interested Groups etc)	-Participate in the process to ensure that interests of structures they represent are considered within the municipal planning process (IDP and Budget).

6. Mechanism for Community and Stakeholder Participation

Chapter 4 Section 16(1) of the Municipal Systems Act 32 of 2000 as amended stipulates that municipalities must develop a culture of municipal governance that compliments formal representative government with a system of participatory governance that encourages and create conditions for the local community to participate in the affairs of the municipality. This includes involvement of communities in the following:

- i. The preparation, implementation and review of the Municipal Integrated Development Plan in terms of Chapter 5 of Municipal Systems Act as amended;
- ii. The establishment, implementation and review of the Municipal Performance Management System in Terms of Chapter 6 of the Municipal Systems Act as amended;
- iii. The monitoring and review of the municipal performance including the outcomes and impact of such performance;
- iv. The preparation of the municipal budget; and
- v. Strategic decisions relating to the provision of municipal services in terms of Chapter 8 of the Municipal Systems Act 32 of 2000 as amended.

Therefore all municipalities and other government departments have a constitutional mandate to encourage the involvement and participation of community organizations in the matters of local government.

Municipalities will adopt the following mechanisms for participation:

a) IDP Representative Forum

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the RF and ensure their continued participation throughout the process.

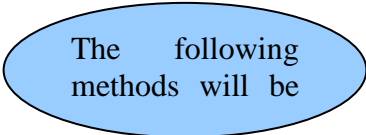


The Membership
of this forum

1. Parastatals
2. National Government Departments
3. Service Providers/ Private Sector

b) Media

Local newspapers and Information brochures will be used to inform the community about of the progress of the planning phase.



The following
methods will be

1. News Paper: Local News Papers.
2. Municipal news letter
3. Notices at public institutions (libraries, schools, churches, municipal offices etc.)
4. Community Radio

6.1 PROCEDURES/ PROCESSES FOR PARTICIPATION

6.1.1 Representative Forum (RF)

The representative forum will meet quarterly. The first RF meeting will involve a presentation of the Process Plan. It will also capture the progress made in terms of projects since the approval of the IDPs.

6.1.2 Council Approval

It is proposed that in a Council Meeting open to public, the Council adopts First Draft IDP documentation by end of the month of March 2015. Council will also approve the various Sector Plans of the IDP on their completion. The Council in a meeting open to public will approve final IDP and Budget by end May 2015.

6.1.3 Newspapers

The adopted first Draft and Final IDP will be published in the local news papers, notice boards, public facilities or community radio.

6.1.4 Information Sheets

At the completion of each of the Sector Plans, as well as the sections of the IDP, an information sheet will be prepared for update of all stakeholders. The members of the Representative Forum shall assist with distribution of these information sheets. The information sheets will cover an executive summary of the completed sector plan or phase of the IDP. This will ensure that communities are kept updated on the progress of IDP preparation.

7. Mechanism for Alignment

Both **horizontal and vertical alignments** will be ensured in the IDP process. The horizontal alignment will be between the district and local municipalities to ensure that planning activities and processes are coordinated and addressed jointly. Vertical alignment on the other hand will be between local government, the province and national governments as well as parastatals or service providers to ensure that the IDPs are in line with the national and provincial policies and strategies, so that it is considered for the allocation of departmental budgets and conditional grants.

The district municipality is given more responsibility to ensure that both alignments happen, however all role players should support and partake in the alignment process. The province should also play an important role as a coordinator to ensure alignment above district level and between districts within the province.

To manage alignment, the Municipal Manager and IDP manager will play a major role in coordinating information from all clusters. The Municipal Manager will ensure that the alignment mechanisms are properly followed and that all clusters are fully functional. Existing intergovernmental structures including clusters should be utilized to ensure integrated planning and alignment.

Sector departments should also be involved in the IDP process from the first phase to ensure that their programmes and projects are included in the IDP document. Cluster meetings and IDP Rep Forum will be used as platforms for information sharing and progress reporting on all programmes planned and implemented in the district. Sectoral Plans should also be prepared and reviewed in line with IDP development and review process and such plans should form the basis for initiating and guiding development within the municipality and further assist the municipalities in having credible IDPs.

IDP review programmes or actions from the Provincial Departments, e.g. Department of Housing Local Government and Traditional Affairs should be aligned with the activities as reflected in the municipal process plans.

8. IDP & Budget Framework Programme/Process Plan

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
Preparatory	Executive Mayor begins planning for the next three-year ANDM budget in accordance with the co-ordination role of Budget process	Technical/Professional Consultation	Executive Mayor	01 Jul 2014	Meeting
	ANDM Establish departmental Budget committees to include portfolio councilors and officials	Desktop	Municipal Manager	01 Jul 2014	Meeting
	Drafting of the ANDM process plan	Consulting with the locals on the IDP framework/process plan	IDP managers, management heads	10 Jul 2014	Meeting
	Matatiele Adoption of IDP Process Plan	Desktop	IDP manager, management heads	31 Jul 2014	Meeting
	Present Ntabankulu IDP Process Plan to IDP Technical Committee	Desktop	IDP manager, management heads	12 Aug 2014	Meeting
	Mbizana adoption of Process Plan	Desktop	IDP manager, management heads	29 Aug 2014	Meeting
	Present Ntabankulu Process Plan to Exco and Council	Desktop	IDP manager, management heads	19 Aug 2014	Meeting
	Submission of Ntabankulu IDP Process Plan to the District Municipality	Desktop	IDP manager, management heads	03 Sep 2014	Meeting
	ANDM Table to council a time schedule outlining key deadlines for, preparing tabling and	Desktop	Executive Mayor	29 Aug 2014	Meeting

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
	approving the budget (10 months before the start of the budget year)				
	ANDM Determine strategic objectives for service delivery and development for the next three-year budgets including review of provincial and National government sector strategic plans	Report	Council	29 Aug 2014	Meeting
	Draft Umzimvubu IDP Process Plan	Desktop	IDP manager	31 Jul 2014	Meeting
	ANDM table to council the IDP process plan with the guidance of Section 21(b) of the MFMA	Consulting with the locals on the IDP frame work/ process plan	IDP managers, management heads and portfolio committees	29 Aug 2014	Meeting
	ANDM Update financial plan, List of projects for 2015/2016 and 3 capital investment programme	Desktop	HOD'S	02 Sep 2014	Meeting
	Submission of Umzimvubu IDP Review Process Plan to ANDM	Desktop	IDP manager	10 Sep 2014	Meeting
	Advertisement of Mbizana IDP and Budget Framework and Process Plan	Media	IDP manager	03 Sep 2014	Media Ad
	ANDM Advertise budget and IDP terms of budget consultation policy	Desktop	Municipal Manager	05 Sep 2014	Media Ad

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
	Mbizana IDP Rep forum	Desktop	IDP manager, management heads	24 Sep 2014	Forum
	Provincial & National Dept. sector alignment with municipal plans	Desktop	HOD`S and IDP Manager	26 Sep 2014	Meeting
	ANDM Determine revenue projections & proposed rates & drafts initial allocation to function and depts. For the next financial year	Desktop	CFO	30 Sep 2014	Meeting
	ANDM Municipal Manager & senior officials of Municipality review options and contracts for Service Delivery	Desktop	HOD`S and Municipal Manager	26 Sep 2013	Meeting
	ANDM Table and approve 1 st Budget Adjustment for 2014-2015	Report	Executive Mayor	26 Sep 2014	Meeting
	ANDM Review draft changes to IDP	Desktop	Municipal Manager	01 Oct 2014	Meeting
	ANDM Review National policies and Budget plans and potential price increase of bulk resources	Desktop	Municipal Manager	01 Oct 2014	Review Process
	Ntabankulu IDP/Inter-Governmental Forum	Desktop	MM, Intergovernmental Forum	11 Dec 2014	Meeting
	ANDM Submit and present operational plans for 2014/2015	Desktop	HOD`S	21 Nov 2014	Meeting

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
	ANDM Review and finalize tariffs policy for next financial year	Desktop	Council	28 Nov 2014	Meeting
	Submit and present operational plans for 2014 - 2015	Desktop	HOD's	21 Nov 2014	Meeting
	ANDM Draft Municipal Plans. Final Drafts to Political principals (Structures)	Desktop	HOD's	11 Dec 2014	Meeting
	ANDM Present Priority Capital projects	Desktop	Executive Mayor	11 Dec 2014	Meeting
	ANDM Prepare proposed budget and plans for the next financial year	Budget plan	HOD'S	20 Dec 2014	Meeting
	ANDM Draft Municipal Plans. Final drafts to Political principals (Structures). Final draft to individual Councils for approval.	Desktop	HOD'S	07 Jan 2015	Meeting
	ANDM Submit mid-year performance assessment reports to council	Report	Executive Mayor	09 Jan 2015	Meeting
	ANDM Table and approve budget adjustments for 2013-2014	Report	Executive Mayor	30 Jan 2015	Meeting
	Advertisement of Mbizana IDP & Budget Roadshow schedule	Media	IDP Manager	03 Apr 2015	Media
	Advertisement of Draft Mbizana IDP for	Media	IDP Manager	03 Apr 2015	Media

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
	comments				
	Advertisement of Ntabankulu IDP Process Plan	Media	IDP manager	02 Sep 2014	Media
	Advertisement of Draft Ntabankulu IDP and Budget for public comments	Media	IDP Manager	02 Apr 2014	Media
	- Advertisement of Umzimvubu IDP Process Plan	Media	IDP manager	10 Sep 2014	Media
	- Umzimvubu Draft IDP advertised fro public comments, public meetings and consultation and Outreach Programme	Media	IDP Manager	10 Apr 2015	Media
Preparatory					
Advertisement	Advertisement of Matatiele Draft IDP, Draft Budget, Outreach Programme & Tarrifs	Media	IDP Manager	25 Mar 2015	Media
	Advertisement of the Matatiele IDP Community Based Plan Outreach	Media	IDP Manager	27 Aug 2014	Media
	ANDM Publish tabled budget, plans and proposed revisions to IDP	Media	Municipal Manager	09 Apr 2015	Media

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
	ANDM Public hearing on the budget.	Media	Executive Mayor	02 Apr – 04 May 2015	Meetings
	Advertisement of Matatiele approved IDP	Media	IDP Manager	03 Jun 2015	Media
	Council considers the adoption of District IDP Framework Plan	Inputs from council	Council	29 Aug 2014	Meeting
	Advertisement of ANDM IDP Framework and Process Plans	Media	IDP manager	05 Sep 2014	Media
	Ntabankulu IDP Outreach	Inputs from communities	Communities	17 – 19 Sep 2014	Community meetings
	Ntabankulu IDP Rep Forum	Inputs from departmental Heads	IDP manager, management heads	07 Nov 2014	Meeting
	Ntabankulu 2 nd IDP Steering Committee	Desktop	IDP manager, management heads	18 Nov 2014	Meeting
	Ntabankulu Intergovernmental Relations	Progress reports by Departments, final plans and budgets from Departments, review objectives and strategies	MM, Intergovernmental Forum	29 Oct 2014	Meeting
	ANDM IDP Management Committee	Desktop	IDP Management Committee	17 Sep 2014	Meeting

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
Analysis	ANDM IDP Steering Committee	Desktop	IDP manager, management heads, IDP committee	19 Sep 2014	Meeting
	ANDM 1 st IDP Rep Forum Meeting	Engaging all Stakeholders	IDP Steering Committee, IDP manager, Sector departments	26 Sep 2014	Forum
	Matatiele 1 st IDP Steering Committee	Desktop	IDP manager, management heads, IDP committee	21 Aug 2013	Meeting
	Matatiele 1 st IDP Rep Forum	Desktop	IDP manager, management heads, IDP committee	21 Aug 2014	Forum
	Matatiele Community Outreach	Inputs from communities	Communities	15 – 19 Sep 2014	Community meetings
	Matatiele 2 nd IDP Steering Committee	Desktop	IDP manager, management heads, IDP committee	21 Oct 2014	Meeting
	Matatiele 2 nd IDP Rep Forum	Desktop	IDP manager, management heads, IDP committee	21 Oct 2014	Meeting
	Matatiele Draft IDP Status Quo Report to Exco	Inputs from Exco	IDP manager, management heads, IDP committee	05 Dec 2014	Meeting
	Matatiele Draft IDP Status Quo Report to council	Inputs from council	IDP manager, management heads, IDP committee	12 Dec 2014	Meeting
	Mayor's outreach	Inputs from communities	Communities	04 – 14 Nov 2014	Community meetings
	Mbizana Community consultation (Mayoral Izimbizo)	Inputs from communities	Communities	20 – 24 Oct 2014	Community meetings

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
	Mbizana IDP Steering Committee	Desktop	IDP manager, management heads, IDP committee	16 Oct 2014	Meeting
	Mbizana IDP Steering Committee	Desktop	MM, IDP manager, management heads, IDP committee	27 Nov 2014	Meeting
	Mbizana IDP Rep Forum	Desktop	IDP manager, management heads, IDP committee	04 Dec 2014	Forum
	Umzimvubu Situational Analysis discussions & data collection	Desktop	IDP manager	28 Nov 2014	Meeting
	Umzimvubu 1 st IDP & Budget Steering Committee & Rural Development Programme	Inputs from departmental Heads & Sector Departments	IDP managers, management heads, Government Departments	28 Nov 2014	Meeting
	Umzimvubu IDP Rep Forum.	Sector Departments Engagement	-IDP manager, management heads, Government Departments	27 Feb 2015	Forum
	Umzimvubu 2 nd IDP & Budget Steering Committee & Rural Development Programme	Inputs from departmental heads & sector departments	IDP manager, management heads	15 Dec 2014	Meeting
	Umzimvubu IDP Technical Steering Committee	Drafting of IDP inputs from Sector Plans, Operational and Financial plans	IDP manager, management heads	27 Feb 2015	Meeting
	Umzimvubu 3 rd IDP & Budget Steering Committee & Rural Development Programme	Inputs from departmental heads & sector departments	IDP manager, management heads	27 Feb 2015	Meeting
	Umzimvubu IDP Outreach	Inputs from communities	Communities	30 Apr 2015	Community meetings

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
	ANDM IDP Situational Analysis	Desktop	IDP manager, management heads, IDP Steering committee	16 Sept - 24 Oct 2014	Work session
	ANDM IDP Management Committee	Desktop	IDP manager, management heads, IDP committee	01 Oct 2014	Meeting
	ANDM Steering Committee	Desktop	IDP Steering Committee	03 Oct 2014	Meeting
	ANDM 2 nd IDP Rep Forum	Engaging all Stakeholders	IDP Steering Committee, IDP manager, Sector departments	24 Oct 2014	Forum
	Ntabankulu 1 st Council Strategic Session	Strategic Planning Session	All Section 57 Managers	21 – 23 Jan 2015	Strategic Planning Session
	Ntabankulu 2 nd Council Strategic Session	Strategic Planning Session	All Section 57 Managers	13 – 15 May 2015	Strategic Planning Session
	Matatiele Strategic Plan Session	Strategic Planning Session	All Section 57 Managers	25 – 28 Jan 2015	Strategic Planning Session
	Mbizana Strategic Planning Session	Strategic Planning Session	All Section 57 Managers	Jan 2015	Strategic Planning Session
Strategies	ANDM Strategic Plan	Strategic Planning Session preparing for Council Strat Plan	Management Committee	19 - 21 Nov 2014	Strategic Planning Session
	Umzimvubu IDP and Budget Steering Committee to present updated Situational Analysis, refined Objectives and Strategies and projects, budget allocation to departments, Operational budget and IDP and Organizational review structure in support of IDP implementation, produce the draft SDBIP and Scorecards	Strategic Planning Session	All Section 57 Managers	23 Jan 2015	Strategic Planning Session
	Linking District strategies with local strategies	Departmental session	IDP Manager and all Service delivery Departments	18 – 19 Nov 2014	Departmental consultation/

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
	through the reviewing of current projects and the preparation of the new projects in line with the Sector Plans(ANDM)				sessions or Management meeting
	Umzimvubu IDP Steering Committee and Rural Development Programme	Inputs from departmental heads & sector departments	IDP manager, management heads	30 Apr 2015	Meeting
	Preparation of ANDM 2014/2015 Budget	Desktop and focused sessions	HOD'S	12 Feb 2015	Focused sessions
	Table ANDM Budget, resolutions, plans and proposed revisions to the IDP	Report	Executive Mayor	31 Mar 2015	Meeting
	Final draft reviewed IDP presented to IDP and Budget Steering Committee	Inputs from departmental heads & sector departments	IDP manager, management heads	May 2015	Meeting
	Umzimvubu IDP Rep Forum	Inputs from departmental heads & sector departments	IDP manager, management heads	29 May 2014	Forum
Projects	Mbizana IDP Steering Committee	Desktop	IDP manager, management heads, IDP committee	26 Feb 2015	Meeting
	Mbizana IDP Steering Committee	Desktop	IDP manager, management heads, IDP committee	19 Mar 2015	Meeting
	Mbizana IDP Rep Forum to present Draft IDP & Budget	Desktop	IDP manager, management heads, IDP committee	25 Mar 2015	Forum
	Matatiele 3 rd IDP Steering Committee	Desktop	IDP manager, management heads, IDP committee	19 Feb 2015	Meeting
	Matatiele 3 rd IDP Rep Forum	Desktop	IDP manager, management heads, IDP committee	19 Feb 2015	Forum
	Matatiele Public Participation and Draft	Inputs from communities	Communities	13 – 17 Apr 2015	Community meetings

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
	IDP and Budget Outreach				
	Ntabankulu IDP Technical Steering Committee meeting	Progress on Implementation of Process Plan	IDP & Budget Technical Steering Committee	03 Feb 2015	Meeting
	Ntabankulu IDP Technical Steering Committee meeting	Solicit inputs for Intergovernmental Relations Forum and table progress on Process Plan implementation	IDP & Budget Technical Steering Committee	10 Feb 2015	Meeting
	Ntabankulu Intergovernmental Relations Forum	Progress Reports by Departments, final plans and budget from Departments, review objectives and strategies	MM, Intergovernmental Forum	12 Feb 2015	Meeting
	Ntabankulu IDP Rep Forum	Report on Revised objectives, strategies and budget	-Sector Departments/stakeholders -Departmental heads	24 Apr 2015	Forum
	Ntabankulu IDP Technical Steering Committee meeting	Progress on Implementation of Process Plan	IDP & Budget Technical Steering Committee	19 May 2015	Meeting
	Ntabankulu IDP and Budget Steering Committee	To solicit inputs for the State of the Municipal Address	IDP & Budget Steering Committee	21 May 2015	Meeting
	ANDM IDP Management Committee	Desktop	IDP Management Committee	22 Jan 2015	Meeting
	ANDM Steering Committee	Desktop	IDP Steering Committee	23 Jan 2015	Meeting
	Presentation to the Sector Departments in the form of Rep Forum (ANDM 3 rd Rep Forum)	-Submission of ward needs to the Departmental heads to formulate programmes/projects	-Sector Departments/stakeholders -Departmental heads	12 Feb 2015	Forum
	ANDM Draft Municipal Plans	Consolidation of programmes/projects from departments	Municipal Manager and Directors	03 Dec 2014	Meetings
	ANDM Draft Municipal Plans Final drafts to Political principals (structures)	Finalise draft IDP/Budget for the next three financial years.	Municipal Manager and Directors	11 Dec 2014	Desktop work
	ANDM Draft Municipal Plans	Review and draft changes to the IDP informed by the Mid year performance	-Councillors, Executive Mayor, municipal manager and all directors.	08 Jan 2015	Mid year performance review sessions

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
	Final drafts to Political principals (structures) Final drafts to individual Councils for approval	review report. Budget adjustments	-CFO and all directors, approval by the Council		Consultations with all departments
	ANDM Draft Municipal Plans Final drafts to Political principals (structures)	Submission of the draft budget, IDP and plans for the next three years to management, Executive Mayor, Portfolio committees, Mayoral Committee.	Municipal Manager, All Directors	03 Feb 2015	IDP/Budget Steering Committee, Portfolios and Mayoral Committee
Integration	ANDM Draft Municipal Plans Final drafts to Political principals (structures) Final drafts to individual Councils for approval	Issue notice of Council meeting to considers proposed IDP/Budget. Tabling of draft IDP/Budget to council. The tabled documents are sent to prescribed organs of state.	All municipalities	03 Mar 2015	
		Consultations on the adopted draft IDP to various stakeholders. IDP assessments by MEC and adjustment of IDP in line with MEC's comments	All municipalities	31 Mar 2015 Apr – May 2015	Council sitting IDP /budget consultations
		Political inputs on the final draft	IDP/Budget Steering Committee, Portfolio Committee, Mayoral Committee	Apr – May 2015	IDP/Budget Steering Committee, Portfolios and Mayoral Committee
		Final Adoption of the IDPs and Budgets	Municipal Councils		Council sittings
		Mbizana Local Municipality		29 May 2015	
		Umzimvubu Local Municipality		28 May 2015	
		Matatiele Local Municipality		28 May 2015	
		Ntabankulu Local Municipality		27 May 2015	
		ANDM		29 May 2015	
		Submit draft SDBIP 14 days after approval of Budget and annual performance	Municipal Manager HOD'S	02 June 2015	Report

Phases	Target/Activity	Approach	Role Players Stakeholders	Time Frames	Mechanisms/Tools
		agreements			
		Adopt SDBIP 28 days after budget approval and conclude annual performance contracts	Executive Mayor	26 June 2015	Council sitting/Mayoral sitting
		Submit approved SDBIP and performance agreements to MEC and publish it within 14 days after approval date	Executive Mayor	30 June 2015	Report
Approval	ANDM Final adoption of IDP	Submit Draft IDP to Council for adoption	Executive Mayor, Mayoral Committee	29 May 2015	Council meeting

9. Monitoring

Monitoring in the context of IDP development refers to the gathering of data and the subsequent organizing of data into sets of information about certain actions/situations throughout the year.

The following three main bodies of information are important as input to the review process:

- Information about the achievement of objectives set in the IDP
- Information on the implementation of programmes and projects by all spheres of government through a series of indicators such as completion time frames, use of resources, etc.
- New or changed information such as:
 - Baseline data on demographics
 - New policy and legislation
 - Budget information from external sources and municipal budget reviews
 - New development and trends
 - Changes in the existing situation due to unexpected events such as natural disasters
 - New investment opportunities
 - Inputs from stakeholders

This information needs monitoring and recording throughout the year for consideration in the overall process. All local municipalities have responsibilities to monitor their own Process Plans and to ensure that the District Framework is properly followed.

If deviation from the Framework process plan is experienced, the following procedure should be adhered to:

- Each Municipality will inform the District on deviations from the Action Plan that affect district-wide activities.
- All Municipalities have to be consulted and agree on the framework before it can be amended.

10. Binding legislation, policies, and planning requirements at National and Provincial Levels

The listed binding legislations below are amongst the guiding legislations however the list is not exhaustive:

- ✚ The Constitution of the Republic of South Africa (Act 108 of 1996)
- ✚ National Spatial Development Perspective, 2000
- ✚ Provincial Growth and Development Plan 2004-2014
- ✚ Water Services Act
- ✚ Provincial Spatial Development Plan as Reviewed by 2010
- ✚ White Paper on Local Government 1998
- ✚ Local Government Municipal Systems Act (Act 32 of 2000) as amended
- ✚ Local Government Municipal Structures Act (Act 117 of 1998) and its amendments
- ✚ Municipal Financial Management Act (Act 56 of 2003)
- ✚ Property Rates Act, 2004
- ✚ Land Use Management Bill
- ✚ Housing Act (107 of 1997)
- ✚ National Environmental Management Act
- ✚ Environmental Conservation Act
- ✚ National Heritage Resources Act
- ✚ Development Facilitation Act, 1995
- ✚ Townships Ordinances, 15 of 1934
- ✚ National House of Traditional Leaders Amendment Act
- ✚ Intergovernmental Relations Framework Act
- ✚ Disaster Management Act

- ✚ Public Finance Management Act
- ✚ Skills Development Act
- ✚ National Sports and Recreation Act
- ✚ National Water Act
- ✚ Preferential Procurement Policy Framework Act
- ✚ Skills Development Leviers Act
- ✚ Public Service Amendment Act
- ✚ Employment Equity Act

The above-mentioned legislations should be taken into consideration in the process of developing/reviewing the IDPs.

11. Projects Identification

- Projects especially infrastructure related, should be informed by the available sector plans, namely Spatial Development Frameworks, Integrated Waste Management Plan, Disaster Management Plan, Water Service Development Plan, Sanitation Master Plan and Comprehensive Infrastructure Plan, Integrated Transport Plan etc.
- The district IDP unit will assist and guide line departments in project identification.
- The identified projects should also cater for vulnerable people, e.g. the youth, elderly, disabled and women. The projects must also address the issue of Expanded Public Works Programme in all sectors.
- Projects identification or allocation of resources should be in line with identified levels of service backlogs per municipality.
- Projects from sector department should also be informed by community issues and services backlogs as informed by individual municipalities.

12. Adoption of the IDP/Budget by the Council

The new IDPs and Budget documents will be finally adopted by the municipal councils by the 29th of May 2015. Local municipalities should adopt their IDPs before the adoption by the district.

13. Conclusion

The outlined Programme with timeframes, monitoring, alignment, binding legislations, policies and planning requirements as well as projects identification and amendment of framework will have to be followed by all Municipalities after mutual agreement has been reached.